

# **Indian Affairs Records Schedule**

**6000 Series**

**Office of the Special Trustee  
For American Indians (OST)**

## INDIAN AFFAIRS RECORDS SCHEDULE

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SERIES: 6000

Office of the Special Trustee for American Indians (OST)

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TR-6000-P2 Program Correspondence and Policy/Directives Files

NARA JOB #  
N1-075-08-1  
Approved  
2/28/2008

a. Program Correspondence Files – Official Files

**Contents:** Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Office of the Special Trustee for American Indians function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

NARA JOB #  
N1-075-08-1  
Approved  
2/28/2008

b. Program Policy/Directives Master Set with Case History Files – Official Files

**Contents:** Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Office of the Special Trustee for American Indians. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6001-P2**

### Litigation Case Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents for legal proceedings affecting the Office of the Special Trustee for American Indians as well as investigation reports, statement of claim, Statute of Limitation report, pleading deposition, court reports, notification of daily activity, requests for document production, employee/supervisory certification forms, supporting document and other related correspondence. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by case file then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6002-P2**

### Investigative Case Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include statement of allegations, investigative reports, witness statements, photographs, evidence and supporting documentation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange numerically by case number then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6003-P2**

**PL 93-638 Compact/Contract and Trust Program Files**

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include self-determination compacts/contracts, memoranda of understanding, modifications, Annual Funding Agreements and supporting documentation for tribes that compact or contract Office of the Special Trustee for American Indians trust programs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by Tribe then compacts/contract number then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end of funding. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6004-P2**

### Controlled Correspondence Office Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include action item requests and supporting documentation to include copies of priority correspondence, reports, and other information in response to inquiries from beneficiaries, Indian Leaders, department offices and other Federal agencies within the Department of the Interior and Office of the Special Trustee for American Indians. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange by control number.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when action item is completed. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6005-P2**

### Assessment Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include correspondence, reports, questionnaires, action copies of assessment finding, and other records that identify program internal control weaknesses, and corrective actions and supporting documentation taken to resolve such problems. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by region, agency or tribe then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when corrective actions have been corrected. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6006-P2**

### Annual Audit Report Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents created in response to formulating annual audits on Tribal and other trust funds and IIM trust funds managed by the Office of the Special Trustee for American Indians to independent auditor/Office of Inspector General. Files include detailed work papers, supporting documentation, financial statements and records pertaining to the audit submission for the entire agency. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when audit has been completed. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6007-P2**

### Project Case Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents relating to projects that are mission related, or initiatives by the Office of the Special Trustee for American Indians as well as information on project, project guidelines, determinations on approval, budget levels, summary reports, meeting notes, action plans, goals and objectives, supporting documentation and other related documents. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by project name then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when project is complete. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**6008-P2**

### Training Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include presentation materials, agendas, evaluations, summaries, sign-in sheets, training approvals, hotel contracts, training announcements, summaries of credit hours, schedules, rosters, supporting documentation and other related documents from formally established schools which train employees in specialized areas. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by training subject then chronologically by training date.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when training is completed. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6009-P2**

### Research Request Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documentation created for the functional activity of record retrieval services for the daily operations of the agency and area field offices of the Office of the Special Trustee for American Indians and the Bureau of Indian Affairs. Print out reports consist of the record request form, file processing checklist, metadata sheets from the Box Inventory Search System (BISS) which identify record box location information, box ordering information, copies or lists of records provided in response to requests, copies of official response to requestors, proof of records delivery, i.e. copy of shipping information or facsimile transmittal sheet. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange numerically by request number.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when request is completed. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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**TR-6010-P2**

### Litigation Research Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documents evidencing records retrieval and disclosure services provided to litigant researchers at the American Indian Records Repository (AIRR). Records consists of copies of correspondence to litigants for authorization to conduct research at AIRR; box ordering, receipt, tracking and return information; when applicable, proof of delivery of requested record copies. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

**Filing Arrangement:** Arrange alphabetically by litigant or tribe name.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end in which litigation is completed. Maintain in office of record for a maximum of 2 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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6011-P2

### Access Files

**NARA JOB #  
N1-075-07-17  
Approved  
5/17/2007**

**Contents:** Records include documentation related to the authorization of Indian records access by Federal contract researchers assigned to the American Indian Records Repository (AIRR). Records consist of copies of correspondence from the Office of Trust Records Director outlining individuals' authorization to access Indian records at AIRR; research agreements; and notices of authorization withdrawal or termination, when applicable. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

**Filing Arrangement:** Arrange alphabetically by contractor company name, then alphabetically by authorized researcher name.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end when authorization is withdrawn or terminated. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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(New)

TR-6012-P2

### Indian Services Special Disbursing Agent (ISSDA) Case Files

**NARA JOB #**  
**N1-075-08-02**  
**Approved**  
**05/06/2009**

a. Daily Check Case Files

**Contents:** Record includes Check Lists, Query Builder Reports, Preliminary Daily Disbursement Records (DDR), Check Accountability Forms, Check-In Worksheets, ARP Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, miscellaneous paperwork, notes referencing this check date, Check Verification Forms (CVF), Machine Count forms, Mailing Information (copy of permit forms, Mail Receipts, Registered Mail Lists, Green Cards), Verification Lists (VT Report), Final Daily Disbursement Reports (DDR), Osage Quarterly Annuity (sub-file), and Osage Lake Fund (sub-file, quarterly distribution). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

a. Oil and Gas Case Files

**Contents:** Record includes Check Accountability Forms, Requests from Accounting Services for miscellaneous paperwork, notes referencing this check date, Stage VI Reports, Production Schedules, Individual Region files, ITS Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Check Verification Forms (CVF), Postage Reports, Registered Lists, Verification Lists (VT Report) and Final Daily Disbursement Records (DDR). Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

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b. Wind River Per Capita Case Files

**Contents:** Record includes Check Accountability Forms, Check-In Worksheets, Check Registers, \$10,000 and over/Out of Country Reports, Requests from Accounting Services for voids, labels, inserts, lease reversal disbursement lists, Federal Express labels, Check Verification Forms (CVF), Verification Lists (VT Report), Daily Disbursement Records (DDR), and Faxed DDR w/remaining postage. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

c. Post Office and Private Mail Company Records

**Contents:** Record includes return receipts, reports of loss and mistreatment of mail, metered mail reports and permit reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

d. Tracking and Control Records

**Contents:** Record includes logs, registers, and other records used to control and document ISSDA mailings, including invoice/advice registers, IIM and Tribal statement worksheets and check logs. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

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**Filing Arrangement:** Arrange alphabetically by subject then chronologically.

**Official File:** Office of Record.

**Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of two years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of the Interior and the National Archives and Records Administration.

**SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT.**

# INDIAN AFFAIRS RECORDS SCHEDULE

**SERIES: 6000**

**Office of the Special Trustee for American Indians (OST)**

**6013-BISS**

## **Box Index Search System (BISS)**

The Box Index Search System functions as a search engine to search for boxes retired to the American Indian Records Repository in Lenexa, Kansas. BISS was created primarily to address longstanding concerns regarding records management and management of records related to the management of Indian Trust Funds. The system is used for all records retired from BIA and OST. BISS also addresses the requirement for Interior to have a systematic index of inactive records especially those related to the trust funds and the management of trust funds. After the development of BISS and the first year of indexing inactive records information into BISS, the U.S. Federal District Court (D.C.) issued an order that required the indexing of boxes of records that may contain responsive documents to litigation requests and document production requests. Boxes retired to AIRR are assigned Accession Numbers that are used to log, track, and retrieve boxes stored at AIRR. Accession Numbers, Box Location within AIRR are identified on the SF135. The BISS system contains information, such as the accession numbers, identifiers recorded on the file labels by the creating and maintaining BIA and OST program offices, the respective Agency or Program office code, and the type of records or documents contained within each file in a box. BISS does not contain or capture information on the box location within AIRR.

BISS data resides on a Dell Server with the operating system as Windows 2000 Advanced Server. The database software is SQL Server 2000 and the web server is Microsoft IIS 5.0. The software applications consist of MS Office XP and PTFS's ArchivalWare.

### **A. Source Records/Inputs**

1. Source Records (Paper): The inputs to BISS consist of boxes of inactive records sent to the AIRR.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

### **B. Master Data File**

Official Record of the Master Data File contains information on Box Number, Box Title, Box Source, Tribes identified File Title, and Document Types. The Box Number is the primary key. Office of Record: Office of Trust Records

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**Disposition Instructions: PERMANENT.** Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-06-2)**

## **C. System Generated Documents/Outputs**

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

**Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Record Schedule record series for specific program records)**

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-06-2)**

**Disposition Instructions: PERMANENT. Printed Report Files.** File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

**Disposition Instructions: TEMPORARY.** Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

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**Disposition Instructions: TEMPORARY.** Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

**Disposition Instructions: TEMPORARY.** Destroy/delete 1 year after termination of system.

## **D. Documentation**

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-06-2)**

**Disposition Instructions: PERMANENT.** Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

**Disposition Instructions: TEMPORARY.** Destroy or delete when superseded or obsolete.

## **E. Backups/Vital Record Backups**

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

**Disposition Instructions: TEMPORARY.** File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to

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